



FY2007 PROGRAM GUIDE

**FOR OFFENDER RE-ENTRY AND
TRANSITION SERVICES**
(formerly PAPIS)

Department of Criminal Justice Services
202 North 9th Street
Richmond, Virginia 23219

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I. INTRODUCTION

Authority and Purpose

The Department of Criminal Justice Services (DCJS) is authorized by the Appropriations Act to make grants to public or private, non-profit organizations for the establishment and operation of programs for Offender Re-entry and Transition Services (ORTS) for adult offenders.

The purpose of this grant program is to support professional services and guidance that increase the opportunity for, and the likelihood of, successful re-entry and reintegration into local society by incarcerated adult offenders. Since obtaining and retaining employment is a key element in the successful reintegration process, employment placement services must be emphasized in the scope of service delivery by potential grant recipients.

Eligibility Requirements

Funding is available for new and continuing projects.

- The nine current grantees may apply for continuation funding **up to \$2,008,374**.
- Prospective grantees may apply for **up to \$1,097,073** for **new** projects to cover portions of the state that are currently unserved or to offer new, nonduplicative services. These areas are: Accomack, Alleghany, Appomattox, Augusta, Bath, Bland, Brunswick, Buchanan, Buena Vista, Carroll, Charles City & County, Charlotte, Clifton Forge, Covington, Culpeper, Dickenson, Dinwiddie, Emporia, Essex, Floyd, Franklin County, Galax, Giles, Gloucester, Grayson, Greensville, Halifax, Harrisonburg, Highland, Isle of Weight, King George, King & Queen, King William, Lee, Lexington, Lunenburg, Matthews, Mecklenburg, Middlesex, Montgomery, Northampton, Nottoway, Page, Patrick, Powhatan, Pulaski, Radford, Rappahannock, Rockbridge, Rockingham, Scott, Shenandoah, Spotsylvania, Stafford, Staunton, Surry, Sussex, Tazewell, Warren, Waynesboro, Wise, and Wythe.
- The Department of Criminal Justice Services will hold back approximately \$167,000 to pay for local or national training opportunities, replacing or upgrading hardware and software, and financing an evaluation of the efficacy of the programs.

Current ORTS grantees are not precluded from applying for some portion of the funds for new startups in localities neighboring on their current catchment area.

Grant Period

The ORTS grant award period is 12 months, beginning July 1, 2006, although changes/modifications will be considered on a case-by-case basis through the budget modification process.

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Reporting

Grant recipients are required to provide quarterly financial and project progress reports to DCJS on forms provided by DCJS. *Failure to provide these reports in a timely manner may result in DCJS withholding disbursement of grant funds and/or terminating the grant.* Details of this reporting requirement will be provided at the time grants are awarded.

Restrictions

- Indirect costs are not allowable.
- Grant funds may not be used to purchase equipment unless it is a necessary part of, and incidental to, an approved project.
- Grant funds may not be used for services for offenders adjudicated in the juvenile justice system.

Start-Up

DCJS expects that new grant-funded projects will become operational no later than sixty (60) days after the beginning of their grant periods. Recipients whose projects don't become operational within that time period must provide DCJS, in writing, with the reasons for the delay, the steps they are taking to get their projects started and the dates by which their projects will become operational. DCJS will cancel grants for projects which do not become operational within ninety (90) days of the start of their grant periods, unless there are extenuating circumstances (such as hiring staff). These "extenuating circumstances" must be submitted to DCJS in writing and will be reviewed on a case-by-case basis.

Grant Limits

There is currently a total of \$3,105,447 in combined state and federal funds appropriated to support the program for the first year of the biennium.

How To Apply

Electronic versions of the application may be found at the DCJS website (www.dcjs.virginia.gov). Click "forms" at the top, right-hand of the screen. Page down to the heading "General Grant Applications & Reporting" and click "RTF" version of the Grant Application (<http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>). This is the facesheet. Page down to and click on the "RTF" version (<http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>) or the "XLS" version (<http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>) of the Itemized Budget. The latter contains formulas which will complete all the appropriate mathematical functions for you. Also in this section, you will find copies of the General Grant Conditions and Assurances form and the Certification Regarding Debarment forms here.

Applicants should submit an original and three (3) copies of the DCJS Application to the Department of Criminal Justice Services, Attention: Grants Administration, **no later than 3:00 PM on Friday, May 12, 2006**. All parts of the grant application (with appropriate signatures) must be included. Faxed applications and applications received after the deadline will not be accepted.

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Because of the relatively short time period, applicants are advised to be sure their applications are not only complete, but also fully and thoroughly address the application requirements and criteria at the time of submission.

Application pages (even attachments) must be numbered sequentially.

Review of Grant Applications

Applications seeking funds to start new projects in the previously described catchment areas will be reviewed for the quality and thoroughness of all parts of the applications themselves. Indicators of the relative need of the applicant jurisdictions (for example, local prison and jail release rates, experience with offender populations, linkages to other appropriate services, etc.) will also be considered.

Review of applications seeking funds to continue existing projects will include the performance of the projects to-date in meeting their goals and objectives, as documented in the quarterly progress reports submitted to DCJS and as determined by DCJS staff in on-site monitoring visits. The justification for continuing the projects as explained in the grant applications will also be considered, as will the applicants' compliance with reporting and other grant requirements/conditions.

All applications' budgets will be reviewed to determine if proposed expenditures are reasonable, fully justified and appropriate to the proposed projects. Items which are not thoroughly justified or which are excessive will be reduced or deleted.

The Criminal Justice Services Board will make the final decisions regarding approval or denial of all grant applications submitted. The Board will conduct its review and make its determination through a two-step process. Subcommittees of the Board will review, with DCJS staff, the proposals submitted and make recommendations for consideration by the full Board. The Board will review and act upon subcommittee recommendations. The Board's final award decisions will be made and letters of award will be forwarded to recipients. Applicants who are denied funding or granted at a reduced level for reasons other than lack of sufficient funds will be given an opportunity to appeal those decisions to the Board.

Contact:

For further information or assistance, contact **Carol-Lee Raimo**, in the Correctional Services Section, at the Department of Criminal Justice Services, (804) 786-9652 or e-mail to Carol-Lee.Raimo@dcjs.virginia.gov

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II. INSTRUCTIONS FOR DCJS GRANT APPLICATION

A complete grant application includes sections A – D in order and will adhere to length limitations.

A. APPLICATION FACE SHEET (1 Page)

Grant Program: Offender Re-entry and Transition Services

Applicant: Name of locality, public or state agency or private non-profit entity.

Applicant Federal I.D. Number: Use this space to provide the applicant's federal identification number.

Jurisdiction(s) Served: List all cities/counties served; or indicate "statewide" if that is appropriate.

Program Title: Specific name of your transition services program.

Grant Period: Grants are awarded for a 12-month period, beginning July 1 of the current year and ending June 30 of the coming year.

Type of Application: Check the appropriate box. If this is a continuation grant, indicate current grant number.

Project Director, Program Administrator, and Finance Officer:

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Program Administrator:** The person who has authority to formally commit the applicant to complying with all the terms of the grant application. Usually this is the city, county or town manager, state agency director, or private non-profit agency director / president /CEO /executive board chair. The face sheet **MUST** be signed by the Project Administrator. Failure to do so will result in the issuance of a special condition and the possibility of a delay in drawing down funds.
- **Finance Officer:** The person who will be responsible for fiscal management of the funds. *It is extremely important that you provide fax as well as telephone numbers for each person. Please provide email addresses if available.*

Brief Project Description: A short description of the proposed project (ex: The XYZ Program provides transition services to adult offenders prior to their release from the ABC Jail or DEF Correctional Institution. After release, the program provides such services to ex-offenders returning to the Utopia County area").

Project Budget Summary: Itemize and total figures from budget categories. In "Subgrantee Match" column, list funds from other sources. Justify need for amounts in narrative.

B. PROJECT DESCRIPTION:

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In this section the applicant is to describe each of the elements in this sub-section in order.

1. Project Summary (3-page maximum)

- a. Provide a brief abstract of the program, summarizing its activities and services. Pre-release activities, which are intended to prepare offenders for transition from incarceration to a normal life within the community, include such things as vocational training, counseling, tutoring, information and referral. Post-release activities, which are expected to address the specific needs of individual offenders after release, may include such things as employability training, job placement, counseling, mentoring, locating food/clothing/housing, and referrals for service within the community.
- b. If this is a continuation grant, provide a summary of the progress made in the project from July 1, 2004 to June 30, 2005 which includes:
 - A report of the progress relative to the objectives and workplan stated in the FY05 grant (including actual vs. projected targets);
 - Discussion of any significant changes to the originally approved project; and,
 - An explanation as to why any goals and objectives identified for the FY2005 were not met or were exceeded.
- c. Provide a plan for seeking alternate funding for FY08 if this becomes necessary.

2. Goals and Objectives (3-page maximum): The goal of transition programs is to prepare and assist incarcerated adult offenders in achieving successful re-integration into society. It is the responsibility of the applicant to devise objectives which will accomplish that goal. Each program **MUST** include the following numerical targets in addition to any other goals and objectives which you have developed in designing your project.

- a. Projected number of active clients;
- b. Projected number and types of services to be accessed by clients during reporting period;
- c. Projected number and types of referrals to be made by program during reporting period to other community agencies;
- d. Projected number of clients who will obtain employment through the program's efforts;
- e. Projected number of clients who will retain employment for 3, 6 and 12 months
- f. Projected number of community volunteers (used, recruited, trained) if applicable.

An objective is a statement that sets forth a particular result to be accomplished which will contribute to the attainment of the goal. The objective statement contains four parts: the "what", "how much", "to whom", and "when" of program operation. A program objective statement must:

- Begin with an active verb.
- Specify a single key result (the "what") to be accomplished, which relates directly to the need being addressed. (Example: Provide local judges with supervision of 100 *community service orders*.)
- Be quantified (or verifiable) and stated in terms that can be measured (the "how much"). (Example: Assist 60 offenders in finding paid employment.)
- Indicate the intended targets of the program (the "to whom"). (Example: During the course of 12 month grant period, provide substance abuse referrals for 150 *offenders*).

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- Be intended for accomplishment within the grant period (“the when”). (Example: *Over the next 12 months*, provide employment counseling to 100 offenders resulting in 60 offenders finding employment).
 - Be challenging but realistically attainable with the resources that are requested for the program.
 - Stand alone, independent from any other objective, for its accomplishment.
 - Not exceed two sentences in length per objective.

3. Workplan: Describe the administrative steps or actions you will take to get your new project or, in the case of current grantees, new project elements, “up and running”, and to keep it running effectively and efficiently during the grant period. For each step, provide the dates by which you expect to complete it. (Examples: hire a project director, June 1 - June 30; assemble project advisory committee, July 1 - July 15; purchase necessary computers, May 10 - May 24.). ***This section applies only to those tasks that could have a distinct beginning and end date.*** Ongoing activities such as performing job searches, holding counseling sessions or employability training sessions should not be recorded here.

4. Evaluation: At this point in the narrative, you must describe how you intend to measure the success of the program - whether or not it accomplished its objectives. **Restate each objective noted in the “Goals and Objectives” section** and identify the statistical data or other relevant information which will be collected in order to evaluate the achievement of the objectives. Describe how that data or information will be analyzed or what other measurement techniques will be used.

Ideally, an evaluation of a program will consist of more than the accumulation of quantitative information on the delivery of services, personnel utilized, and funds spent. It will also provide for a **qualitative assessment** of the overall impact of the program. Priority consideration will be given to applications which include a carefully thought out method of conducting such an evaluation.

5. Appendix: General Grant Conditions and Assurances, and Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; and Drug-Free Workplace Requirement forms should be attached as appendices to this grant. In addition, a summary of any trainings, and technical equipment (computer replacement etc.) that should come out of the administrative funds withheld for this purpose as described on page 2 of this grant guide should also be appended to the grant as an appendix.

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C. ITEMIZED BUDGET (2 pages) AND NARRATIVE (3- page maximum)

Briefly explain the reason for each requested budget item. Do NOT simply restate the figures in the itemized budget. The Department of Criminal Justice Services wishes to encourage frugality to the extent possible without seriously affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers instead of paid staff or consultants where possible; request a minimum on non-local travel; request a minimum of expensive equipment; rent rather than purchase expensive equipment when more cost effective; and investigate the availability of used, reconditioned or surplus equipment or supplies when appropriate. **Requested items not thoroughly justified will be deleted from the budget.**

1. Personnel/Employees

- a) For salaries: List each position by title (and name of employee, if known). Show the annual salary rate for the employee and the man-hours of time to be devoted to the project by the employee. If this is a part-time employee, the reviewer should be able to divide the man-hours into the annual salary and come up with the portion of the employee's salary supported by this grant. Budgets should take into account time needed to acquire new staff and changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. Justify the necessity of creating new positions. Could current staff be reallocated? Could volunteers be utilized? Do all positions need to be full-time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions.
- b) For employment benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the projects.

2. Consultants

- a) For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed fee rate, and the amount of time to be devoted to such services. Individual Consultant rates should not exceed \$250.00 per day.
- b) For organizations, including professional associations and educational institutions, performing professional services: State the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the state's established travel policy.
- d) Requests for consultant's fees will be very carefully screened. Consultant fees will be approved only when it can be clearly justified that the use of outside consultants will significantly enhance project effectiveness.

3. Travel

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Itemize total travel expenses of project personnel (only) by local mileage, non-local, and subsistence. Subgrantees must adhere to state travel policy and mileage rate (i.e. .325/mile) or local policy, whichever is less. State regulations allow reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

4. Equipment

Each major item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The Budget Narrative should thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

5. Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, maintenance contracts, telephone and postage), and show basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone-long distance at "z" dollars per month, etc.). Narrative can break down major categories and itemize major expenditures in each subheading with justification, if necessary.

Established regulations prohibit paying more than \$15 per square foot for office rent or providing more than 150 square feet for each employee. Projects requesting these maximum rates without clear justification may be deleted from budget requests.

6. Indirect Costs

These costs are not allowable in ORTS grants.

7. Cash Funds From Sources Other Than Grant Program Supporting This Project

Funds shown in this item are not governed by the terms and conditions which apply to the grant award but must be listed. Indicate source and amount of cash from the other sources that support this project.

D. APPLICATION CHECKLIST (1 page)

Contact:

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GRANT APPLICATION CHECKLIST

A complete grant application contains the following elements:

- _____ Has application face sheet of the Grant Application been completed?
- _____ Has the application face sheet been appropriately signed by the Project Administrator?
- _____ Have all applicable parts of the Budget Category Itemization section been completed?
- _____ Does the grant identify the source and amount of additional funds?
- _____ Has a Project Budget Narrative been provided, explaining and justifying items shown in the itemized budget section.
- _____ Does the Project Description contain the following:
 - _____ Program Summary?
 - _____ Goals and Objectives?
 - _____ Workplan?
 - _____ Evaluation plan?
- _____ Does the material being submitted include an original and three (3) copies of the completed Grant Application?
- _____ Have all applicable appendices been attached?
- _____ Has the Grant Application Checklist been attached?